WASHINGTON
HIGHER
EDUCATION
COORDINATING BOARD

UNIT RECORD MANUAL

2005 - 2006
ACADEMIC YEAR

APRIL 2005

UNIT RECORD MANUAL
2005-2006 ACADEMIC YEAR

TABLE OF CONTENTS

SECTION ONE: GENERAL INFORMATION, INSTRUCTIONS, AND DATA DEFINITIONS

CHAPTER I - GENERAL INSTRUCTIONS FOR COMPLETION OF THE 2005-2006 UNIT RECORD

CHAPTER II – DATA DEFINITIONS FOR THE 2005-2006 UNIT RECORD

APPENDICES

  APPENDIX A: RECORD LAYOUT FOR 2005-2006 UNIT RECORD
  APPENDIX B: UNIT RECORD INSTITUTION CODES
  APPENDIX C: QUICK LOOK-UP BY PROGRAM NAME
  APPENDIX D: QUICK LOOK-UP BY UNIT RECORD CATEGORY

SECTION TWO: DATA ENTRY/EDIT PROGRAM GUIDE

Section Two of the Unit Record Manual provides step-by-step instructions for using the new
Internet application to create and submit your Institution's Unit Record Report.

THIS MANUAL IS ALSO AVAILABLE ON THE HECB WEB SITE AT: WWW.HECB.WA.GOV

SECTION ONE:

GENERAL INFORMATION,
INSTRUCTIONS,
AND DATA DEFINITIONS

HECB/Unit Record Manual
2005-2006 Academic Year

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UNIT RECORD
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ii

2005-2006 UNIT RECORD
TIMELINE

July 2006: **Data Entry/Editing Program and Instructions available to Institutions**

October 6, 2006: **Edited Unit Record due date**

October 2006 and November 2006: **Final HECB data editing and review**

December 2006: **Unit Record database finalized and reports prepared for Legislature**

February 2007: **Feedback Report available to schools**

DUE DATE FOR 2005-2006 REPORT

The due date for the 2005-2006 Unit Record Report is Friday, October 6, 2006. Schools who submit data that are incomplete or have not been corrected by the due date will not have met the reporting deadline. Schools that do not meet this deadline or do not follow up promptly with any necessary data corrections may experience a disruption in the availability of state funds.

Submitted data must have been processed through the HECB edit program and all edits corrected or overridden.

Training will be Available: The HECB plans to conduct at least one Unit Record training session. The time and place will depend on the training needs of aid administrators and staff. Please notify Bruce Parrish at the HECB if you or your staff need training for the 2005-2006 Unit Record Report.

CHANGES FOR THE 2005-2006 UNIT RECORD MANUAL

NEED AND DISBURSEMENT CORRELATION FLAG FIELDS

- Have all the disbursements associated with the reported need data been reported? (Field 55)

- Are all disbursements based on one FAFSA whose data are included in this report? (Field 56)

- Schools are required to report data for fields 55 and 56 in 2006.

- Reporting instructions found on page II-12 of the Unit Record Manual.

DOES STUDENT HAVE IMPAIRMENT?

- Field 52.

- Entering a value is optional beginning in 2006.

- Does not require schools to make a programming change.

UNIT RECORD BACKGROUND

The student financial aid Unit Record (UR) is a student and program specific report of the types and amount of financial aid awarded to needy students attending Washington institutions in a given academic year. It provides comprehensive information about financial aid recipients and how federal, state, institutional, and private funds are distributed to needy Washington students.

Unit Record History

The Unit Record (UR) Report was developed in response to 1969 legislation, which created the State Need grant program, and called for on-going analysis of student financial aid (RCW 28B.10.806). The first UR report was collected in 1972. Every institution that participates in state-funded student financial aid programs is required to complete the Unit Record Report at the conclusion of each fiscal year.

Higher Education Coordinating Board's authority to collect the Unit Record Report:

Statutory Requirements
- RCW 28B.10.804. ". . . (1) The board shall be research oriented, not only at its inception, but continually through its existence. (2) The board shall coordinate all existing programs of financial aid except those specifically dedicated to a particular institution by the donor. (3) The board shall take the initiative and responsibility . . . to ensure that the state recognizes the maximum potential effect of these programs, and shall design state programs that complement existing federal, state, and institutional programs…"

- RCW 28B.10.806. "The board shall have the following powers and duties: (1) Conduct a full analysis of student financial aid . . . Such an analysis will be a continuous one and will yield current information relevant to needed improvements in the state program of student financial aid . . . (2) Design a state program of student financial aid based on the data of the study referred to in this section. The state programs will supplement available federal and local aid programs."

Student-level data and program-specific financial aid awarding information are needed by the Board to conduct research, design state financial aid programs that complement other existing federal, state, and institutional programs, describe recipient populations; and administer and evaluate state financial aid programs, as required by state law. The student financial aid Unit Record Report is the primary data source used by the Board to comply with these statutory requirements.

Unit Record Uses

Data from the Unit Record Report are used:

- to analyze the adequacy of financial aid resources available to financially-needy Washington students;
- to describe funding trends and the characteristics of students receiving various types of financial assistance;
- to estimate funding needs and support budget requests for state-funded financial aid programs;
- to estimate the impact on student populations of the establishment of new student financial aid programs, or changes in program policies or funding levels;
- for student financial aid policy analysis and program evaluation; and
- to respond to legislative requests for information about student financial aid programs available to Washington students.

The Unit Record Report significantly reduces the number of ad hoc data requests of institutions that would otherwise be necessary.

Compliance with FERPA

34 CFR 99.31(a)(3)(iv) authorizes institutions to disclose personally identifiable information on the student financial aid Unit Record Report without the student's consent. This authority is based on the Board's statutory charge, as cited above, and the need for student-specific information to carry out the financial aid-related administrative and research responsibilities of the Board.

As required by 34CFR99.35(a)(1), the Board ensures that use of the Unit Record data will not permit personal identification of students by individuals other than representatives of the Higher Education Coordinating Board, that no personally identifiable information will be released, and that the data will not be used for purposes outside the scope indicated above.

Personal identifiers in the Unit Record data will be destroyed when they are no longer needed for the purposes for which the data were collected. In keeping with RCW 40.14 (the state's record retention law), student-specific personal identifiers will be retained for six years after the student is last reported on an annual report, after which time the identifiers will be destroyed.

GENERAL INSTRUCTIONS FOR COMPLETION
OF THE 2005-2006 UNIT RECORD

STUDENTS TO BE INCLUDED IN THE UNIT RECORD

A Unit Record (UR) data record **must be** submitted for each student at your institution who received any form of financial aid on the basis of <u>financial need</u>.

Report only students for whom the receipt of aid and determination of financial need were based on Federal Methodology (FM) needs analysis using data from a valid FAFSA as submitted to the U.S. Department of Education.

While the Unit Record Report includes only students who received some amount of need-based aid, <u>all</u> sources of assistance (including non need-based aid) awarded to reported students are to be included.

Specific students to be *excluded* are those receiving only non-need based assistance (such as unsubsidized federal loans only or merit-based institutional grants only).

PERIOD OF TIME TO BE REPORTED

Report information for financial aid distributed between July 1, 2005 and June 30, 2006.

REPORT UPDATED INFORMATION

The information reported should be the most current information on file from which aid was disbursed. If adjustments were made in the needs analysis, or if a change in the student's status occurred during the year, report the latest available information, i.e., as of June 30, 2006.

SUBMISSION OF DATA

All data must be submitted through the HECB data entry/edit application by the due date, in the proper format. Any data that are not edited or that are not in the specified and readable format will not be accepted. Schools who submit data that are incomplete or have not been corrected by the due date will not have met the reporting deadline.

GENERAL DATA FORMATS

- With the exception of Fields 49 and 50 (student's name), and Field 54 (Institution ID), all fields are numeric.

- Data must be right justified.

- Lead fill all numeric fields with zeroes. For example, a $4,000 Pell Grant amount in a 5-digit field should appear as "04000". Dollar amounts should be in whole dollars only with no dollar sign ($).

- Negative numbers are only allowed in the Total Family Income field, Field 23.

- Alpha characters are only allowed in the student's name fields, Fields 49-50 and Institution ID, Field 54.

- Blank is a valid response only in Fields 14-19 (Race); Fields 49 & 50 (Student's Name); Fields 51 and 53; and Field 54 (Institution ID).

UNIT RECORD EDITING PROCESS

The 2005-2006 UR report will be collected through a web-based data entry/edit program. This program allows each institution to edit its UR data and make corrections before sending the data to HECB. The data entry/edit program will be available by July 1 at the HECB Web site. Information on the data entry/edit application and details on the editing process are provided in Section Two of this manual.

Editing the data is an institutional responsibility. However, HECB staff will provide technical assistance as needed to any school experiencing problems with the data entry/edit program.

Every attempt is made by the HECB to ensure the accuracy of Unit Record data. If at any time you discover a potential error in the data reported on your Unit Record, please notify the HECB. The database can be corrected, if necessary.

UNIT RECORD SUMMARY REPORT

Descriptive and summary statistics are calculated on Unit Record data for individual schools, for sectors, and for all students. These data are compiled in a report that is made available to financial aid administrators at all institutions as a resource to help in administering the various financial aid programs. Statistics include numbers of recipients, totals, averages, medians, and other statistics for demographic and financial aid program data reported in the Unit Record.

CHAPTER II

DATA DEFINITIONS FOR THE 2005-2006 UNIT REPORT

INSTITUTION CODE
(Field 1)

Four-digit institution code assigned by HECB. See Appendix B for a listing of codes. Each institution's report should include branch campuses and all off-campus sites.

STUDENT'S SOCIAL SECURITY NUMBER
(Field 2)

This entry is required. This is the student's nine-digit social security number. Do not use blanks or other separators.

STATE RESIDENCY CODE *(Field 3)*

Public Institutions: A "Washington resident" is defined as any student classified by the institution as a Washington resident for fee-paying purposes (RCW 28B.15.011-013).

Private Institutions: A "Washington resident" is defined as a student classified as a Washington resident for receipt of State Need Grant funds. If the determination of residency has not been made for state-funded financial aid programs, the student's permanent mailing address may be used for reporting residency on the Unit Record.

Use the following codes:
1. Washington Resident
2. Non Resident

ENROLLMENT STATUS BY TERM
(Fields 4-8)

Student's enrollment status each term as of the date that aid is disbursed. However, some schools may only collect this information as of the 10th day of enrollment, which is also acceptable.

Status is defined according to the following table of credit- or clock-hours per term.

Number of Credit Hours Per Term for Categories of Enrollment Status

UR Code	Enrollment Status	Undergraduates	Clock Hour Schools
(1)	Full-Time	12 or more	300 or more
(2)	Three-Quarter	9 - 11	225
(3)	Half-Time	6 - 8	150
(4)	Less Than Half-Time	Less than 6	Less than 150
(5)	Not enrolled during indicated term		
(9)	Not applicable (school calendar does not have the indicated term.)		

NOTE: A code of (9) - Not Applicable, is used when an institution does not have the indicated term. For example, a semester school with fall and spring terms would report a code of (9) for winter.

*Clock-Hour Schools***:** Some clock-hour schools do not divide the school year into academic terms. These schools should report a student's enrollment status during each of four three-month time periods, eliminating either Summer 1 or Summer 2.

Summer 1 is defined as the term of enrollment prior to fall term in the academic year; **Summer 2** is the term after spring term.

Graduate Students: The enrollment status of graduate students reported on the Unit Record should be the same status that the school has on record for the student.

Example 1: A graduate student is enrolled at School A for 6 credits. School A classifies 6 or more credits as full-time enrollment. Status is reported as full-time, Code 1.

Example 2: A graduate student is enrolled at School B for 6 credits. School B classifies 5-8 credits as three-quarter time enrollment. Student is reported as three-quarter time, Code 2.

YEAR IN SCHOOL
(Field 9)

The highest year in school on which financial aid is based.

For example:

Example 1: Student enrolls as a freshman in the first term of the school year and completes the year with enough credits to enroll as a sophomore in the next school year – Student is recorded as a freshman.

Example 2: Student enrolls as a sophomore in the first term of the school year, but earns enough credits by the end of the fall semester to become classified as a junior. The student's Stafford Loan is increased to reflect higher annual loan limit – Student is reported as a junior.

YEAR IN SCHOOL (continued) - *(Field 9)*

Report the appropriate year in school for the student's current program:

1. Freshman/First Year – Matriculated students with 0-44 quarter or 0-29 semester credit hours, or first-year students at vocational-technical or proprietary schools.

2. Sophomore/Second Year – Matriculated students with 45-89 quarter or 30-59 semester credit hours, or second-year students at vocational-technical or proprietary schools.

3. Junior/Third Year – Matriculated students with 90-134 quarter or 60-89 semester credit hours.

4. Senior/Fourth Year – Matriculated students with 135 or more quarter or 90 or more semester hours. Also, students in the fifth year of a five-year baccalaureate program.

5. Unclassified/Fifth Year – Students who hold a baccalaureate degree and <u>are not</u> enrolled in a program leading to a graduate degree.

6. Graduate – Students who hold a baccalaureate degree and are enrolled in a program leading to a graduate degree (master's or doctoral).

7. Professional – A student enrolled in any of the following degree programs: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D); Law (L.L.B., J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., D.P., or Pod.D.); Theology (M.Div., M.H.L., B.D., or Ordination); Veterinary Medicine (D.V.M.).

8. Other – Non-degree, non-matriculated, high school completion, or special students who cannot be classified as any of the above.

GENDER *(Field 10)*

Codes are:
    1. Male
    2. Female

DATE OF BIRTH *(Field 11)*

Year, month, and day in format CCYYMMDD.
For example: 3/1/82 is coded 19820301.

RACE/ETHNICITY

Notes for race/ethnicity data:

Students' ethnicity/race data are required for all students reported on Unit Record. Schools are required to ask students these questions and record students' responses, although "no response" is valid.

The race/ethnicity categories reflect the US Census Bureau data format adopted by the state Office of Financial Management. For public institutions, OFM required that the student be allowed to mark one or more races.

HISPANIC ORIGIN
(Field 12)

Is the student of Hispanic origin?

Report one of the following codes:
    0. No
    1. Yes
    2. Unknown

RACE DATA AVAILABLE
(Field 13)

Was race data provided by student?

The response codes are:
    0. No, the data were not given
    1. Yes, student provided race data

RACE DATA
(Fields 14-19)

If the student provided race data, report the selections in Fields 14 through 19 below.

The response codes for each race field below are:
    0. No, this race was not selected
    1. Yes, student selected this race

Note: If the student **did not** provide race data, you should **leave the following fields blank**.

AMERICAN INDIAN OR ALASKA NATIVE
(Field 14)

ASIAN *(Field 15)*

BLACK OR AFRICAN AMERICAN *(Field 16)*

**NATIVE HAWAIIAN
OR PACIFIC
ISLANDER** *(Field 17)*

WHITE *(Field 18)*

OTHER RACE *(Field 19)*

**DEPENDENCY
STATUS** *(Field 20)*

Use the <u>federal</u> definitions of dependent or independent
student status.

1. Dependent
2. Independent

MARITAL STATUS
(Field 21)

Report the student's marital status.

1. Unmarried, to include single (never married), divorced,
   or widowed
2. Married
3. Separated

**NUMBER OF FAMILY
MEMBERS** *(Field 22)*

Indicate the number of members in the student's family,
including the student.

Dependent Student: Count the student, parents, siblings, and
other dependents included in the needs analysis calculation.

Independent Student: Include the student and those in the
family unit supported by the student and/or the student's spouse
and included in the needs analysis calculation.

**TOTAL FAMILY
INCOME** *(Field 23)*

The actual amount of family income that was used in
computing the student's financial need. This amount should be
an annualized, 12-month income. For most students, the
income figure will be for the base year of 2004 as reported on
the FAFSA. Indicate negative amounts by preceding the figure
with zeroes and a negative sign (-) in the left-most position. For
example, a negative income of -$9,875 would be reported as:
"-09875". The lowest reportable amount is -99999.

Dependent Student: Parent(s)'s taxable and non-taxable income. Do not include the dependent student's income.

Independent Student: Student's and/or spouse's taxable and non-taxable income.

AMOUNT OF NEED
(Field 24)

The amount of need used to determine the student's award. It should be based on the number of months a student received aid as indicated in Field 25. The sum of all aid reported on Unit Record should be based on the aid actually disbursed to meet the student's need as indicated in this field (24). This number must be greater than 0.

DURATION OF NEED
(Field 25)

The number of months for which the need amount reported in Field 24 is calculated. For example, if a student's need is based on a 9-month budget, the figure "09" would be reported.

PARENT CONTRIBUTION
(Field 26)

Dependent Student: The expected parent contribution which was used to calculate the student's need.

Independent Student: In most cases, the expected parent contribution will be zero. If a student-reported expected parent contribution was used to determine financial need, it should be reported.

Orphans/Wards of the Court: Report the parent contribution as zero.

STUDENT CONTRIBUTION
(Field 27)

The total amount of student resources which were subtracted from the student's financial aid budget to compute financial need (Field 24).

Do not include as "student contribution" the following: Parent contribution, student's term-time earnings or Federal Work Study (FWS) or State Work Study (SWS) summer savings, since these are reported elsewhere in this report. If funds received from Labor and Industries, WIA, Aid to Blind, Veteran's benefits, etc. were considered as an award to meet the student's need, report those amounts in Field 48, Other Agency Assistance.

FEDERAL PROGRAMS

PELL GRANT
(Field 28)

The amount of Pell Grant funds received by the student.

FEDERAL SEOG
(Field 29)

The amount of Federal SEOG funds received by the student. Include federal and institutional match.

FEDERAL PERKINS LOAN *(Field 30)*

The amount of Federal Perkins Loan funds received by the student.

FEDERAL WORK STUDY *(Field 31)*

The student's gross compensation for July 1, 2005 through June 30, 2006. Include federal, employer, and institutional shares.

FEDERAL NURSING SCHOLARSHIPS *(Field 32)*

Federal grants to nurses. Do not include Nurses Conditional Scholarships which should be reported in Field 44, "Other Loans."

FEDERAL NURSING AND HEALTH LOANS *(Field 33)*

Include the federal Nursing Student Loan and Health Professions Student Loan programs.

FEDERAL SUBSIDIZED STAFFORD LOANS *(Field 34)*

The total gross amount actually borrowed for the year, including fees. This may not be the amount requested on the application form. Unsubsidized Stafford loans received by needy students should be reported in Field 35.

| **FEDERAL PLUS AND UNSUBSIDIZED STAFFORD LOANS** *(Field 35)* | The total gross amount actually borrowed for the year, including fees. This may not be the amount requested on the application form. Any other non-need-based loans should be reported in Field 44, Other Loans. |

STATE PROGRAMS

| **STATE NEED GRANT** *(Field 36)* | The amount of State Need Grant Funds received by the student. Include TRIO if applicable. |

| **TOTAL STATE WORK STUDY** *(Field 37)* | Report the student's TOTAL gross compensation for July 1, 2005 through June 30, 2006. Include both the state share and the employer's share, and any SWS earnings through the GEAR UP or NEISP program or Community Service Projects. This amount should be the sum of On-Campus and Off-Campus earnings (Fields 38 and 39). Earnings under the SWS "Adult Literacy Program" (not to be confused with the federally defined "Family Literacy Activities") consist of 80 percent SWS funds and 20 percent FWS. Each portion of the earnings should be reported under its correct funding source. |

| **ON-CAMPUS STATE WORK STUDY** *(Field 38)* | The student's ON-CAMPUS State Work Study earnings, including institutional share. |

| **OFF-CAMPUS STATE WORK STUDY** *(Field 39)* | The student's OFF-CAMPUS State Work Study earnings. |
| | If the institution acts as the employer of record and the student works off-campus, it is preferable for earnings to be reported as Off-Campus. However, if accounting constraints do not permit earnings to be recorded as off-campus, they may be reported as on-campus, as recorded. |

| **EDUCATIONAL OPPORTUNITY GRANT (EOG)** *(Field 40)* | State funds distributed under the Educational Opportunity Grant (EOG) program. |

| **NEED-BASED TUITION AND FEE WAIVER ("3%/4%")** *(Field 41)* | *(Public institutions only)* The dollar value of tuition and fee waivers granted on the basis of state residency and need (RCW 28B.15.740). Please note that this field does not include financial aid awarded from the 3½ percent Institutional Aid Fund. |

| **WORKFORCE TRAINING FUNDS** *(Field 42)* | Report the amount of funds awarded under the State Board for Community and Technical College's (SBCTC) Workforce Training Program ("Worker Retraining" or "1988 Funds"). Also include Work-based Learning Tuition Assistance Funds. |

| **ALL OTHER STATE-FUNDED GIFT ASSISTANCE** *(Field 43)* | *(All Schools)* Report state funds awarded to students from the following programs: GEAR UP, Washington Promise Scholarships, Washington Scholars, WAVE Awards, and American Indian Endowed Scholarships. (Please note that EOG is reported in Field 40.) |

Any required institutional match should be reported in Field 45, Institutional Scholarships.

(Public institutions only)
In addition, report tuition and fee waivers granted according to Washington State statutes, if the waiver was awarded as part of the financial aid package to meet the student's need. Note: need-based (3%/4%) waivers should be reported in Field 41.

INSTITUTIONAL AND OTHER PROGRAMS

(Public institutions only)
Assistance from the 3½ Percent Institutional Aid Fund (formerly the 2½ Percent Long Term Loan Funds under state statute RCW 28B.15.820) should be reported in the category which best corresponds to how the funds were spent at your institution; that is, Other Loans under Field 44 – Institutional Grants and Scholarships under field 45 – non-work study Institutional Employment under field 46. If the funds are used as a match in FWS or SWS, include the funds under those categories.

OTHER LOANS
(Field 44)

The dollar amount received from any other loan or "conditional scholarship" program, including: Nurses Conditional Scholarships; Canadian, Micronesian or Alaska Student Loans; PREP; and other non-federal loan programs. Future Teachers Conditional Scholarships and Health Professional Loan Repayment and Scholarship program funds are also entered here. Include loans made from 3½% Institutional Aid Fund and other loans not reported in Fields 30, 34, or 35.

INSTITUTIONAL GRANTS, SCHOLARSHIPS, AND WAIVERS *(Field 45)*

The dollar value of institutional grants, scholarships, and waivers used to meet part or all of the student's financial need. Include tuition waivers and tuition remissions at independent institutions. Include any amounts from 3½% Institutional Financial Aid Fund distributed as grants or scholarships at public institutions. Include the institutional match portion of any funds to Washington Scholars recipients as reported in Field 43, All Other State-Funded Gift Assistance. <u>Note</u>: Do not report funds awarded to non-need-based aid recipients.

INSTITUTIONAL AND OFF-CAMPUS EMPLOYMENT *(Field 46)*

Gross earnings from non-work study institutional and off-campus employment, if this employment was awarded on the basis of need and included in the student's financial aid package. Include *WorkFirst* work study and any amounts from the 3½% Institutional Aid Fund distributed as non-work study. Do not include work study earnings reported in Fields 31 or 37-39.

OUTSIDE SCHOLARSHIPS *(Field 47)*

The dollar value of outside scholarships that were used as part of the student's financial aid package. Include BIA, National Merit, ROTC, employer funded tuition assistance, organizational, company, service club scholarships, and AmeriCorps.

OTHER AGENCY ASSISTANCE *(Field 48)*

Report any funds received by the student from other government or outside agencies, such as the Department of Labor and Industries, Services for the Blind, Workforce Investment Act, Vocational Rehabilitation, etc. Amounts should be reported **if** the funds are considered an **award** to meet the student's need. Please note that funds considered to be a resource and used to reduce need are reported in Field 27, Student Contribution.

STUDENT'S NAME (OPTIONAL)

Student's last name and first and middle initials are optional items used to facilitate the editing process. If any part of the student's data is marked by the HECB editing process, the student's name will appear along with Social Security Number on your school's Edit Report.

STUDENT'S LAST NAME *(Field 49)*

Student's last name if you wish it to appear on your school's Edit Report.

FIRST and MIDDLE INITIAL *(Field 50)*

Student's first name initial and middle name initial.

OTHER INFORMATION

BLANK *(Field 51)*

Leave blank. Field 51 was previously used to report "Age of Youngest Child" which is no longer collected.

DOES STUDENT HAVE IMPAIRMENT? *(Field 52) Optional*

Report whether the student has a physical, sensory, or mental impairment that substantially limits one or more life activities (e.g., walking, seeing, hearing, breathing, or learning)?

 Code:
    0. No
    1. Yes
    2. Unknown

Note: Entering a value in this field is **optional** beginning in 2005-2006. This field will be deleted the next time HECB creates reporting requirements that require programming changes.

BLANK *(Field 53)*

Leave blank. For Higher Education Coordinating Board use only.

INSTITUTIONAL ID *(Field 54) Optional*

This is an optional field. If schools wish to submit the school-assigned individual student identification code they may do so in this field. This field was requested by school staff to make it easier to edit student data in the Unit Record data entry/edit application.

NEED AND DISBURSEMENT DATA THAT CROSS OVER TWO TRADITIONAL ACADEMIC YEARS

The following are two new fields for schools to report whether or not all the need data for a student are associated with all the disbursement data for the student. These fields are *required* for the 2005-2006 academic year. These fields are intended to identify data where all the aid received in a school year is not completely associated with the reported need data.

NEED ASSOCIATED DISBURSEMENTS
(Field 55)

Have **all** the disbursements associated with the need analysis data (shown in Fields 1 through 27) been reported in this Unit Record in Fields 28 through 48?

Codes are:
   0. No
   1. Yes

Example in which the answer is "No": The student's aid is based on one FAFSA but the disbursements occur in two different academic years. For instance, the student enrolls in April for a 7-month course. He/she files a FAFSA, financial aid is packaged, but only half of all financial aid is disbursed by June 30. The other half is disbursed after June 30 and will be reported on the next year's Unit Record. The correct code for this example is 0.

DISBURSEMENT ASSOCIATED NEED
(Field 56)

Are **all** the aid disbursements reported on this Unit Record associated with a FAFSA from only **one** year and whose data are shown in Fields 1 through 27?

Codes are:
   0. No
   1. Yes

Example in which the answer is "No": The aid reported on this Unit Record is based on FAFSA's from two different academic years. For instance, the student receives two disbursements during the aid year. The first disbursement is in July, but for a term that began in June and was based on a FAFSA from the previous academic year. The second

**DISBURSEMENT
ASSOCIATED NEED
(continued) –** *(Field 56)*

disbursement, however, is in September based on a FAFSA from the next academic year. The correct code for this example is 0.

APPENDICES

Appendix A – Record Layout for 2005-2006 Unit Record

Appendix B – Unit Record Institution Codes

Appendix C – Quick Look-up by Program Name

Appendix D – Quick Look-up by Unit Record Category

RECORD LAYOUT FOR 2005-2006 UNIT RECORD

Field No.	Field Position First	Last	Length	Field Name	Field Type	Valid Field Content
1	1	4	4	Institution Code	Number	1010 to 6980
2	5	13	9	Social Security Number	Number	001010001 to 999999999
3	14	14	1	Residency Code	Number	1= Washington resident 2= Nonresident
4	15	15	1	Fall Term Enrollment Status	Number	1= Fulltime 2= 3/4 time 3= Halftime 4= Less than halftime 5= Not Enrolled 9= Does Not Apply
5	16	16	1	Winter Term Enrollment Status	Number	1= Fulltime 2= 3/4 time 3= Halftime 4= Less than halftime 5= Not Enrolled 9= Does Not Apply
6	17	17	1	Spring Term Enrollment Status	Number	1= Fulltime 2= 3/4 time 3= Halftime 4= Less than halftime 5= Not Enrolled 9= Does Not Apply
7	18	18	1	Summer 1 Term Enrollment Status	Number	1= Fulltime 2= 3/4 time 3= Halftime 4= Less than halftime 5= Not Enrolled 9= Does Not Apply
8	19	19	1	Summer 2 Term Enrollment Status	Number	1= Fulltime 2= 3/4 time 3= Halftime 4= Less than halftime 5= Not Enrolled 9= Does Not Apply
9	20	20	1	Year In School	Number	1= Freshman/First Year 2= Sophomore/Second Year 3= Junior/Third Year 4= Senior/Fourth Year 5= Unclassified/Fifth Year 6= Graduate 7= Professional 8= Other
10	21	21	1	Gender	Number	1= Male 2= Female
11	22	29	8	Date of Birth	Number	Format is CCYYMMDD CC= 19 YY= 28-89 MM= 01-12 DD= 01-31

RECORD LAYOUT FOR 2005-2006 UNIT RECORD

Field No.	Field Position First	Last	Length	Field Name	Field Type	Valid Field Content
12	30	30	1	Hispanic Origin	Number	0= No, not of Hispanic Origin 1= Yes, Hispanic Origin 2= Unknown
13	31	31	1	Race Data Available	Number	0= No 1= Yes
14	32	32	1	Race: American Indian or Alaska Native	Number	0= No, this race not selected 1= Yes Blank (data not provided
15	33	33	1	Race: Asian	Number	0= No, this race not selected 1= Yes, this race selected Blank (data not provided)
16	34	34	1	Race: Black or African American	Number	0= No, this race not selected 1= Yes, this race selected Blank (data not provided)
17	34	35	1	Race: Native Hawaiian or Pacific Islander	Number	0= No, this race not selected 1= Yes, this race selected Blank (data not provided)
18	36	36	1	Race: White	Number	0= No, this race not selected 1= Yes, this race selected Blank (data not provided)
19	37	37	1	Race: Other Race	Number	0= No, this race not selected 1= Yes, this race selected Blank (data not provided)
20	38	38	1	Dependency Status	Number	1= Dependent 2= Independent
21	39	39	1	Marital Status	Number	1= Unmarried 2= Married 3= Separated
22	40	41	2	Number of Family Members	Number	01 to 99
23	42	47	6	Total Family Income	Number	-99999 to 999999
24	48	52	5	Amount of Need	Number	00001 to 99999
25	53	54	2	Duration of Need	Number	01 to 12
26	55	59	5	Parent Contribution	Number	00000 to 99999
27	60	64	5	Student Contribution	Number	00000 to 99999
28	65	69	5	Pell Grant	Number	00000 to 04050
29	70	74	5	Federal SEOG	Number	00000 to 01600
30	75	79	5	Federal Perkins Loan	Number	00000 to 04050
31	80	84	5	Federal Work Study	Number	00000 to 99999
32	85	89	5	Federal Nursing Scholarships	Number	00000 to 99999
33	90	94	5	Federal Nursing and Health Loan	Number	00000 to 99999
34	95	99	5	Federal Subsidized Stafford Loan	Number	00000 to 99999
35	100	104	5	Federal PLUS and Unsubsidized Stafford Loans	Number	00000 to 99999
36	105	109	5	State Need Grant	Number	00000 to 09999
37	110	114	5	State Work Study - Total	Number	00000 to 99999
38	115	119	5	State Work Study - On Campus	Number	00000 to 99999
39	120	124	5	State Work Study - Off Campus	Number	00000 to 99999
40	125	129	5	Educational Opportunity Grant	Number	00000 to 03750

RECORD LAYOUT FOR 2005-2006 UNIT RECORD

Field No.	Field Position First	Last	Length	Field Name	Field Type	Valid Field Content
41	130	134	5	Need-based (3%/4%)Tuition and Fee Waiver	Number	00000 to 07000
42	135	139	5	WorkForce Training	Number	00000 to 99999
43	140	144	5	All Other State-Funded Gift Assistance	Number	00000 to 99999
44	145	149	5	Other Loans	Number	00000 to 99999
45	150	154	5	Institutional Grants, Scholarships & Waivers	Number	00000 to 99999
46	155	159	5	Institutional & Off-Campus Employment	Number	00000 to 99999
47	160	164	5	Outside Scholarships	Number	00000 to 99999
48	165	169	5	Other Agency Assistance	Number	00000 to 99999
49	170	181	12	Student's Last Name	Character	
50	182	183	2	Student's First Initial & Middle Initial	Character	
51	184	185	2	Blank Spaces		Two digits blank
52	186	186	1	Does Student Have Impairment	Number	0= No 1= Yes 2= Unknown
53	187	187	1	Blank Space		Blank only
54	188	207	20	Institution ID	Character and/or Numeric	
55	208	208	1	Need Associated Disbursements	Number	0= No 1= Yes
56	209	209	1	Disbursement Associated Need	Number	0= No 1= Yes

UNIT RECORD INSTITUTION CODES

1010	University of Washington
1020	Washington State University

2030	Central Washington University
2040	Eastern Washington University
2050	The Evergreen State College
2060	Western Washington University

3080	Antioch University
3090	Bastyr University
3100	Cornish Institute
3120	Gonzaga University
3280	Henry Cogswell College
3110	Heritage University
3130	Northwest University
3240	Northwest College of Art
3140	Pacific Lutheran University
3150	Saint Martin's University
3160	Seattle Pacific University
3170	Seattle University
3190	University of Puget Sound
3200	Walla Walla College
3210	Whitman College
3220	Whitworth College

4300	Bellevue Community College
4310	Big Bend Community College
4580	Cascadia Community College
4320	Centralia College
4330	Clark College
4340	Columbia Basin College
4350	Edmonds Community College
4360	Everett Community College
4380	Grays Harbor College
4390	Green River Community College
4400	Highline Community College
4410	Lower Columbia College
4460	North Seattle Community College
4570	Northwest Indian College

4430	Olympic College
4440	Peninsula College
4370	Pierce College
4450	Seattle Central Community College
4480	Shoreline Community College
4490	Skagit Valley College
4420	So. Puget Sound Community College
4470	South Seattle Community College
4500	Spokane Community College
4510	Spokane Falls Community College
4520	Tacoma Community College
4530	Walla Walla Community College
4540	Wenatchee Valley College
4550	Whatcom Community College
4560	Yakima Valley College

5700	Bates Technical College
5710	Bellingham Technical College
5720	Clover Park Technical College
5730	Lake Washington Technical College
5740	Renton Technical College
5750	Seattle Vocational Institute

6820	Art Institute of Seattle
6810	Bryman College
6890	Clare's Beauty College
6850	Court Reporting Institute
6770	Crown College
6740	Divers Institute of Technology
6780	Gene Juarez Academy
6970	Glen Dow Academy
6760	Interface Computer School
6750	International Air Academy
6700	ITT Technical Institute - Seattle
6710	ITT Technical Institute - Spokane
6840	Perry Technical Institute

QUICK LOOK-UP BY PROGRAM

Financial Aid Program	Unit Record Category	Field	Notes
1988 Funds	Workforce Training Funds	Field 42	
3 1/2% Institutional Aid Fund	Report in the category that best corresponds to how the funds were spent at your institution		Public institutions only
3%/4% Waivers	Need-based Tuition and Fee Waiver	Field 41	Public institutions only
All Other State-Funded Gift Assistance	All Other State-Funded Gift Assistance	Field 43	
American Indian Endowed Scholarship	All Other State-Funded Gift Assistance	Field 43	
AmeriCorps	Outside Scholarships	Field 47	
Athletic Waiver	Institutional Grants, Scholarships & Waivers	Field 45	
BIA Scholarships	Outside Scholarships	Field 47	
Canadian, Micronesian or Alaska Student Loans	Other Loans	Field 44	
Company Scholarships	Outside Scholarships	Field 47	
Conditional Awards in Special Education	Other Loans	Field 44	
Educational Opportunity Grant	Educational Opportunity Grant	Field 40	
Employer funded tuition assistance	Outside Scholarships	Field 47	
Federal Nursing and Health Loans	Federal Nursing and Health Loans	Field 33	
Federal Nursing Scholarships	Federal Nursing Scholarships	Field 32	
Federal Nursing Student Loan	Federal Nursing and Health Loans	Field 33	
Federal Perkins Loans	Federal Perkins Loans	Field 30	
Federal PLUS	Federal PLUS and unsubsidized Stafford Loans	Field 35	
Federal Scholarships for TRIO Students	Other Agency Assistance	Field 48	
Federal Subsidized Stafford Loan	Federal Subsidized Stafford Loan	Field 34	
Federal Work Study	Federal Work Study	Field 31	
Future Teachers Conditional Scholarships	Other Loans	Field 44	
GEAR UP	All Other State-Funded Gift Assistance	Field 43	
Health Professional Loan Repayment and Scholarship program funds	Other Loans	Field 44	
Health Professions Student Loan	Federal Nursing and Health Loans	Field 33	
Institutional and Off-Campus Employment	Institutional and Off-Campus Employment	Field 46	
Institutional grants, scholarships & waivers	Institutional Grants, Scholarships and Waivers	Field 45	
Institutional match for Washington Scholars	Institutional Grants, Scholarships and Waivers	Field 45	
L & I assistance	Other Agency Assistance	Field 48	
Master In Environmental Science Waiver	Institutional Grants, Scholarships, & Waivers	Field 45	
Master In Teaching Waiver	Institutional Grants, Scholarships, & Waivers	Field 45	
National Merit Scholarships	Outside Scholarships	Field 47	

Financial Aid Program	Unit Record Category	Field	Notes
Need-based Tuition and Fee Waiver	Need-based Tuition and Fee Waiver	Field 41	
Non-Federal Loan programs	Other Loans	Field 44	
Non-Work Study Institutional and Off-Campus Employment	Institutional and Off-Campus Employment	Field 46	
Non-Resident Enrollment Incentive Waiver	Institutional Grants, Scholarships and Waivers	Field 45	
Nurses Conditional Scholarships	Other Loans	Field 44	
Off-Campus Work Study	Off-Campus Work Study	Field 39	
On-Campus Work Study	On-Campus Work Study	Field 38	
Organizational Scholarships	Outside Scholarships	Field 47	
Other Agency Assistance	Other Agency Assistance	Field 48	
Other Loans	Other Loans	Field 44	
Outside Scholarships	Outside Scholarships	Field 47	
Pell	Pell Grant	Field 28	
Perkins loans	Federal Perkins Loan	Field 30	
PLUS	Federal PLUS and unsubsidized Stafford Loans	Field 35	
PREP	Other Loans	Field 44	
Promise Scholarships	All Other State-Funded Gift Assistance	Field 43	
Robert C. Byrd Honors Scholarship	Outside Scholarships	Field 47	
ROTC Scholarships	Outside Scholarships	Field 47	
SEOG	Federal SEOG	Field 29	
Service Club Scholarships	Outside Scholarships	Field 47	
Services for the Blind assistance	Other Agency Assistance	Field 48	
SNG	State Need Grant	Field 36	
Stafford Loan (subsidized)	Federal Subsidized Stafford Loan	Field 34	
Stafford Loan (unsubsidized)	Federal PLUS and unsubsidized Stafford Loans	Field 35	
State Need Grant	State Need Grant	Field 36	
State Work Study	State Work Study	F 37-39	
State Work Study Off-Campus	Off-Campus Work Study	Field 39	
State Work Study On-Campus	On-Campus Work Study	Field 38	
Supplemental Educational Opportunity Grant	Federal SEOG	Field 29	
SWS	State Work Study	F 37-39	
Tuition and Fee Waiver (granted according to Washington Statutes) (Need-based)	All Other State-Funded Gift Assistance	Field 43	Public institutions only
TRIO	State Need Grant	Field 36	
Tuition and Fee Waiver (Based on residency and need)	Need-based Tuition and Fee Waiver	Field 41	Public institutions only
Tuition waivers and tuition remissions	Institutional Grants, Scholarships and Waivers	Field 45	Independent institutions
Unsubsidized Stafford Loans	Federal PLUS and unsubsidized Stafford Loans	Field 35	
Vocational Rehabilitation assistance	Other Agency Assistance	Field 48	
Washington Award for Vocational Excellence	All Other State-Funded Gift Assistance	Field 43	
Washington Promise Scholarships	All Other State-Funded Gift Assistance	Field 43	
Washington Scholars	All Other State-Funded Gift Assistance	Field 43	

Financial Aid Program	Unit Record Category	Field	Notes
Washington State Achievers Program	Outside Scholarships	Field 47	
WAVE	All Other State-Funded Gift Assistance	Field 43	
Western Undergraduate Exchange Waiver	Institutional Grants, Scholarships & Waivers	Field 45	
Work-based Learning Tuition Assistance Funds	Workforce Training Funds	Field 42	
Worker Retraining	Workforce Training Funds	Field 42	
WorkFirst Work Study	Institutional and Off-Campus Employment	Field 46	
Workforce Investment Act assistance	Other Agency Assistance	Field 48	
Workforce Training Program	Workforce Training Funds	Field 42	

QUICK LOOK-UP BY UNIT RECORD CATEGORY

Unit Record Category	Financial Aid Program	Field	Notes
All Other State-Funded Gift Assistance	Washington Scholars Washington Promise Scholarships WAVE Washington Award for Vocational Excellence GEAR UP American Indian Endowed Scholarship Tuition and Fee Waiver (granted according to Washington State Statutes) (Need-based)	Field 43	Public institutions only
Educational Opportunity Grant	Educational Opportunity Grant	Field 40	
Federal Nursing and Health Loans	Federal Nursing and Health Loans Federal Nursing Student Loan Health Professions Student Loan	Field 33	
Federal Nursing Scholarships	Federal Nursing Scholarships	Field 32	
Federal Perkins Loan	Perkins loans	Field 30	
Federal PLUS and Unsubsidized Stafford Loans	PLUS Loans Unsubsidized Stafford Loans	Field 35	
Federal SEOG	Supplemental Educational Opportunity Grant	Field 29	
Federal Subsidized Stafford Loan	Subsidized Stafford Loan	Field 34	
Federal Work Study	Federal Work Study	Field 31	
Institutional and Off-Campus Employment	WorkFirst Work Study Non-Work Study Institutional and Off-Campus Employment	Field 46	
Institutional Grants, Scholarships and Waivers	Non-Resident Enrollment Incentive Waivers Western Undergraduate Exchange Waivers Athletic Waivers Master In Environmental Science Waiver Master In Teaching Waiver Institutional grants, scholarships and waivers Tuition waivers and tuition remissions Institutional match for Washington Scholars Institutional match for WAVE	Field 45	Independent institutions
Need-based Tuition and Fee Waiver	Need-based 3%/4% Tuition & Fee Waiver	Field 41	Public institutions only
Off-Campus State Work Study	State Work Study Off-Campus	Field 39	
On-Campus State Work Study	State Work Study On-Campus	Field 38	
Other Agency Assistance	L & I assistance Services for the Blind assistance Workforce Investment Act assistance Vocational Rehabilitation assistance Federal Scholarships for TRIO Students	Field 48	

Unit Record Category	Financial Aid Program	Field	Notes
Other Loans	Nurses Conditional Scholarships	Field 44	
	Conditional Award In Special Education		
	Other Loans		
	Canadian, Micronesian or Alaska Student Loans		
	PREP		
	Non-Federal Loan programs		
	Future Teachers Conditional Scholarships		
	Health Professional Loan Repayment and Scholarship program funds		
Outside Scholarships	Washington State Achievers Program (WSAP)	Field 47	
	Robert C. Byrd Honors Scholarship Program		
	BIA Scholarships		
	National Merit Scholarships		
	ROTC Scholarships		
	Employer funded tuition assistance		
	Organizational Scholarships		
	Company Scholarships		
	Service Club Scholarships		
	AmeriCorps		
Pell Grant	Pell	Field 28	
Report in the category that best corresponds to how the funds were spent at your institution	3½% Institutional Aid Fund		Public institutions only
State Need Grant	State Need Grant	Field 36	
	TRIO		
State Work Study	State Work Study	F 37-39	
Workforce Training Funds	Workforce Training Program	Field 42	
	Worker Retraining		
	1988 Funds		
	Work-based Learning Tuition Assistance Funds		